

Finance Committee Meeting
Wednesday, December 15, 2021
Howard Male Conference Room/Zoom Room

DRAFT

The Finance Committee met on Wednesday, December 15, 2021 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room. Chairman Bill Peterson called the meeting to order and roll call was taken with all Committee members in attendance.

COMMISSIONERS PRESENT: Bill Peterson, Chair
Brenda Fournier
John Kozlowski
Robert Adrian (representing Dave Karschnick)
Don Gilmet

OTHERS PRESENT: Kim Ludlow, County Treasurer
Keri Bertrand, Deputy Clerk
Mary Catherine Hannah, County Administrator
Lynn Bunting, Board Assistant
Janelle Mott, Juvenile Officer (by Zoom)
Joshua Kuehn, IT Technician
Undersheriff Erik Smith
Steve Smigelski, Airport Manager
Ted Somers, Equalization Director
Marcia Burns, Circuit Court Administrator (by Zoom)
Cindy Cebula, Chief Deputy Treasurer
Dan Perge, Veterans Counselor
Kat Tomaszewski, Sheriff's Office Administrative Assistant (by Zoom)
Deputy Michelle Reid, Animal Control Officer, Sheriff's Office (by Zoom)
Mark Hall, Emergency Services Coordinator (by Zoom)

MEDIA PRESENT: Bruce Johnson, WATZ
Phil Heimerl, True North Radio

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented bills to pay.

	SUBMITTED:	APPROVED
General Fund & Other Funds	\$108,160.42	\$108,160.42

Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to pay all bills as submitted with the exception of the Cliff Anschuetz Repair Invoice in the amount of \$1,036.80 until further information is received. Motion carried.

INFORMATION ITEM: Financial Officer Janelle Mott presented the Child Care Fund November 2021 monthly financial report (attachment #1). Janelle reported on the issue with placements and an increase in expenses. Janelle will keep the Commissioners updated.

INFORMATION ITEM: Administrator Hannah presented the Emergency Management Performance Grant (ARPA Grant) for approval. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends to approve the 2021 Emergency Management Performance Grants - American Rescue Plan Act in the amount of \$6,274.00 with no County match. This has Grant Review Committee Approval.

INFORMATION ITEM: Veterans Counselor Dan Perge presented two grant projects using County Veterans Service Grant Funds for approval. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the two projects requested by the Veterans Affairs Office using County Veterans Service Fund Grant Funds.

Marketing Billboards: Received two quotes with one from Lamar Advertising in the amount of \$5,000 and second quote from Wolverine Sign Works in the amount of \$195 per month with a 12-month contract). Recommendation to go with Lamar Advertising.

Television Commercial: WBKB is the only local television channel in the amount of \$17,494.00.

INFORMATION ITEM: Administrator Hannah presented the DHD #4 Medical Marijuana Grant for 2022 for approval. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #3: The Committee recommends to authorize the District Health Department #4 Medical Marijuana Operation and Oversight Grant Application on behalf of the County of Alpena in the amount of \$8,541.00 with no County match and authorize the Board Chairman to sign the grant application and all pertinent paperwork as presented. This has Grant Review Committee approval.

INFORMATION ITEM: Commissioner Kozlowski reported the Building Maintenance Recreation & Insurance Committee met and approved the purchase of 10 sinks/faucets to replace in the County bathrooms and advise the Maintenance Superintendent to do one set first before shutting all the bathrooms down. Moved by Commissioner Kozlowski and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the quote from RA Townsend Company in the amount of \$1,329.02 to replace bathroom sink faucets at the Courthouse and authorize the Maintenance Superintendent to order and pay the invoice when it comes in with monies to come out of line item #101-265-932.000.

INFORMATION ITEM: Administrator Hannah presented two Settlement Participation Agreement Forms with Resolution #21-31 for approval. Mary Catherine reported there is no requirement when the funds need to be used but do have categories restricted in and will receive payments on an annual basis for 18 years. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #5: The Committee recommends to approve the two Settlement Participation Agreement Forms for the National Opioid Settlement for Alpena County and authorize the County Administrator to sign all pertaining documents via portal and adopt Resolution #21-31 as presented.

INFORMATION ITEM: Administrator Hannah presented the Agreements for Allocation of Distribution with Resolution #21-32 for approval. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #6: The Committee recommends to approve the Intrastate Agreement for Allocation of the National Opioid Settlement for Alpena County and authorize the County Administrator to sign all pertaining documents via portal and adopt Resolution #21-32 as presented.

INFORMATION ITEM: Finance Chair Peterson presented the budget adjustment request to pay the Werda's Auto Repair Invoice. Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

ACTION ITEM #7: The Committee recommends to approve a budget adjustment and to authorize the Treasurer to make the necessary budget adjustments to pay the Werda's Auto Repair Invoice #4333 in the amount of \$646.89 with monies coming out of line item #101-200-934.

INFORMATION ITEM: Finance Chair Peterson presented the transfer request to pay the remaining jail bills, and this will close out the construction for the year. Chair Peterson recommended to dissolve the Jail Adhoc Committee and return to the Maintenance and County Administrator for future maintenance. Moved by Commissioner Adrian and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

ACTION ITEM #8: The Committee recommends to approve transfer of \$21,000 from the Jail Levy Fund line item #213-301-995 and put into the Jail Construction Fund line item #466-301-699 to pay the remaining jail bills and authorize the Treasurer to make the necessary budget adjustments.

INFORMATION ITEM: Finance Chair Peterson presented the Clark Hill Invoice #1101420 for payment. Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the below Action Item. Motion carried.

ACTION ITEM #9: The Committee recommends to approve the Clark Hill Invoice #1101420 in the amount of \$6,825.00 with monies to come out of line item #101-200-801.002 (Outside Attorney Fees) as presented.

INFORMATION ITEM: Chair Peterson presented the transfer request to pay the Clark Hill Invoice #1156461 for payment. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the below Action Item. Motion carried.

ACTION ITEM #10: The Committee recommends to approve transfer request to pay the Clark Hill Invoice #1156461 in the amount of \$1,365.00 with monies to come out of line item #101-200-801.002 (Outside Attorney Fees) and authorize the Treasurer to make the necessary budget adjustments.

INFORMATION ITEM: County Treasurer Kim Ludlow presented the monthly Treasurer's report for November 2021. The budget should be at 91.51%. Budgeted revenues are at 96.96% and budgeted expenditures are at 82.92%.

INFORMATION ITEM: Administrator Hannah passed out the 2021 Budget Policy and presented the 2022 Budget Policy for discussion and recommendation. Discussion on bid policies and to pass existing and update in 2022. Administrator Hannah reported she will draft a bid policy and present to the Full Board in January/February of 2022 for review. Moved by Commissioner Gilmet and supported by Commissioner Adrian to recommend the proposed 2022 Budget Policy be updated and presented to the Full Board at the December 2021 meeting for approval. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the request for clarification of Board Action #39 approved at the Full Board meeting on November 30, 2021, as monies may not be approved under the ARPA Grant if not lost revenue. Discussion and recommendation to clarify said board action. Moved by Commissioner Adrian and supported by Commissioner Gilmet to approve monies to come out of the lost revenue transfer amount of \$799,100 to cover documentation for use of ARPA Funds. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the adoption of the following action items for the 2022 budget. Moved by Commissioner Fournier and supported by Commissioner Peterson to approve the below Action Items. Motion carried.

ACTION ITEM #11: Recommendation to approve the resolution for the General Fund.

ACTION ITEM #12: Recommendation to approve the resolution for the Internal Service Funds.

ACTION ITEM #13: Recommendation to approve the resolution for Enterprise Funds.

ACTION ITEM #14: Recommendation to approve the resolution for the Capital Project Funds.

ACTION ITEM #15: Recommendation to approve the resolution for the Debt Service Funds.

ACTION ITEM #16: Recommendation to approve the resolution for the Special Revenue Funds.

INFORMATION ITEM: Treasurer Kim Ludlow presented the below Action Item for approval. Moved by Commissioner Adrian and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

ACTION ITEM #17: Recommendation that the Treasurer be authorized to pay all remaining bills for 2021 and to make budget adjustments for 2021.

INFORMATION ITEM: Commissioner Kozlowski reported that he saw advertisement on the website for animal control technician and informed the committee that this has not been approved yet. Administrator Hannah reported that she will check into this. Discussion on animal control needs and recommendation that Animal Control Officer Deputy Michelle Reid present her requests to the Full Board at their next meeting on December 21, 2021.

INFORMATION ITEM: Administrator Hannah informed the Committee that the Sheriff's Office requested a POLL from the Full Board on applying for a reimbursement grant for a live scanner palm reader due to the deadline of application. She reported she just received information this morning that the Sheriff's Office will not receive reimbursement from the state until mid-January 2022 and she did not have a chance to talk to the Treasurer yet on how to handle the budget expense as there is no county match. Treasurer Ludlow informed the Committee that this would be a budget expense for 2021 and when the revenue comes in will be budget revenue for 2022. Kim noted that she can do a budget adjustment in January 2022 and can ratify this at the Full Board next week for the 2021 expense. Finance Chair reported to put on the Full Board on December 21, 2021 for approval of the 2021 expenses for this grant.

Motion to adjourn by Commissioner Kozlowski with support from Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 10:48 a.m.

Bill Peterson, Chairman

Lynn Bunting, Board Assistant

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